

Minutes of Department Head Meeting September 22, 2008

8:00am Meeting called to order by: Gary Britten

Roll call: Mr. Britten, Mr. Mack, Mr. Hrosko, Chief Stribrny, Chief Dimick, Deputy Chief Brice, Kraig Gottfried, Grant Garn and Robert Warnimont
Mr. LaHote was absent

Recreation: Bob Warnimont told the Trustees that the Saturday recycling went very well. They were so busy the cars were lined up along Lime City Rd. waiting to get in. Warnimont also told the Trustees the rest of his parts for the Starbright Park project should be in this week so they can finish that project.

Zoning: Grant Garn said the Sunoco station in front of Holiday Inn Express wants to tear down and rebuild. They may have to go to the City for a site plan review because they have water and sewer there. They already have had their application with the Board of Zoning Appeals.

Garn then gave the Trustees a copy of the Request for Proposal Perrysburg Township Comprehensive Plan and Zoning Resolution Update (copy in file). Garn said the firms that do this in our area are getting a little decimated as to employees working for them so that is why at the end Garn put in "Contractors must be able to acquire a Performance Bond or produce other evidence of their company's financial solvency". Garn said we would like to have their response (the Proposal) by the end of the year.

Maintenance: Kraig Gottfried reported Lakewood and Twin Lakes have now been resurfaced by Gerken. He also reported that brush pick-up starts next week. Gottfried showed the Trustees a brochure of a Crafcro crack sealer he would like to purchase. He had one on demonstration trial and the guys all liked it. This is in his 2008 budget. Gottfried will get with the salesman and confirm the State Bid price of 41,490.50. If he purchases a new one, the old one would be put up for sale on GovDeals. Mack said to remember that even though we can sell it on GovDeals we can also sell it to another government, like another Township in Wood County and Britten said or even to the County, and we do not have to have a bid situation there just make sure we feel we are getting a fair price.

Police: Chief Stribrny asked the Trustees to approve increasing his PO #2008-259 which is a blanket PO for training, by \$7,000.00. He still has \$9,469.00 left in that account. **Mack made a motion (seconded by Britten) to approve this request.**

All Yes Motion Passed

Stribrny said in reference to the shooting incident on Mandell Rd. that was brought up at the last meeting, the concern was looked at. Stribrny said it is under ORC 2923.161 & 62 and he had to dig deep to find out what a school safety zone was, and that is under ORC 2901.01. Stribrny said he found out they have to be 1000 feet from a school building. If there is a concern on the school safety zone which would be their property, it has to be where it causes a complaint or causes panic. At this time Stribrny said he is not aware of the school complaining to us and/or Rossford's police. Under Ohio Law a person can discharge on private property because he is responsible for the discharge in the Township. Stribrny then added we do not want to start getting into weapon issues.

Stribrny asked if the Trustees have done anything with the compensation for part-timers and volunteers. Britten said this is still under review and will be addressed Monday night in executive session.

Next Stribrny said he wanted the Trustees to know that he is going to training in Baltimore next weekend but he will be leaving on Thursday. He will be going up in Michigan for a couple of days on personal business before going to the airport on Township business. He will be taking the Township car out of state but would like to take the car and drop it off at a police station on 23 and then when he is done with his personal vacation days, pick it up and drive to the airport. The Trustees did not have a problem with this.

Stribrny said that just for the Trustees information the Sunoco station in front of the Holiday Inn Express filed for another liquor permit and he has no issues with them so he is not going to request a hearing on the application.

Stribrny said he talked to Waterfield from ODOT and we may be able to do something on our own. We can start the process ourselves on the traffic study on Thompson Rd. Stribrny said we need to do something about this. Waterfield indicate that we might still not be happy with what they would give up but Stribrny said he feel that at this time he would be happy with any reduction in the speed limit. Stribrny said he knows that some residents are not going to be happy, but Buck road is now posted at 55 mph. Previously it was posted lower but it really was a 55 mile zone just posted lower. Since it was not journalized at the lower speed, it was unenforceable. It was discussed that there are other places in the Township that have the similar situation.

Attorney John Donahue said he was at the meeting in reference to the ODOD grant and the \$75,000.00. Donahue asked if they had seen the letter that was sent to Hrosko from FedEx that they wanted the Trustees to sign. Donahue said he was involved in the discussion with FedEx a year ago and Hilbert was here. His impression was we were only going to bid a portion of this work, this improvement to Third and "J" street, about \$75,000.00. He said as he read this letter from FedEx it appears to him FedEx wants us to bid the entire project and then get reimbursed from FedEx. We do not know what the entire project is going to cost but it looks to him like a lot more than \$75,000.00. Hrosko said as of Friday Hilbert called back and said he forwarding the bid sheets from Mannik & Smith and the bid is between \$120,000.00 and \$130,000.00. Donahue said then his question is do we want to bid that entire project, the \$120,000.00 to \$130,000.00, then get our \$75,000.00 reimbursement from the state grant and then get reimbursed from FedEx? Or would you rather FedEx pay us the difference between the \$75,000.00 and the Mannik & Smith bid upfront and then we make corrections down the line? Britten said he would say if we can get the money upfront it would be better. Then if it was a little more or a little less then either we or they could reimburse the difference at the end of the project. Donahue said that made better sense to him. Britten said one of the problems Gottfried was going to run into it that it would hurt his road budget. The extra \$50 or \$60,000.00 has got to come out of his budget and would limit how much other work he could do. Donahue told Hrosko to take some notes on this and when he gets the Mannik & Smith bid sheets you can say the Trustees looked at this and they would prefer FedEx upfront pays us the difference between the \$130,000.00 and the \$75,000.00. Then we would be willing to bid the project. Then you can explain to Hilbert that this affects our budgeting and if Hilbert says your lawyer already approved this, you can tell him that Donahue was under the impression we were only going to bid the \$75,000.00. Hrosko said he would handle this and have Hilbert rewrite the

letter. Donahue said to have Hilbert sent the new letter to both Hrosko and Donahue. The last thing Donahue said was “the other thing you have to remember is that not you, not me, not any individual trustee can bind the Township. It is only the three Trustees that can do that by legislative action”.

Fire: Chief Dimick told the Trustees he received an e-mail on the new truck and it is progressing. They were supposed to paint the box and cab last week. We do not have a completion date yet.

It is time for the annual pump testing and air pack flow testing so that will be a couple of sizeable bills you will run across.

Dimick said the only other thing he had had the new hire completed all his testing and will start October 7th.

EMS: Deputy Chief Brice went to another meeting on the Code Red System Wood County is looking at implementing with 7 or 8 additional partners. Code Red has two difference components to it. One is a reverse 911 system where the Township can select basically all of Perrysburg Township or a specific area of the Township to send a message out to. For instance if we had a tanker truck carrying a toxic chemical overturn, we could send out a message to the residents within a mile of that site to stay indoors with the windows closed and all air-conditioning or heating turned off. The other component is early weather notification. What this does is anytime there is a tornado warning, a severe thunderstorm warning or flash flood warning it will send out a warning to the residents. It doesn't send the warning to everyone just those in the area, for instance if southern Wood County has a warning it is not going to let Perrysburg Township residents know. It will call the residents home phone number and residents can have their cell phone numbers put into it. This system operates 24 hours a day and is a very strong addition to our early warning system with the tornado sirens. The partners involved with this right now are Northwestern Water and Sewer, City of Bowling Green, City of Perrysburg, City of Northwood, City of Rossford, Lake Township, the County Commissioners and Perrysburg Township. With the addition of both the Code Red and the Early Warning System that breaks down to each partner being responsible for \$7,031.25. The Northwestern Water and Sewer, City of Bowling Green, City of Perrysburg and City of Rossford have all agreed to that. Brice said his statement to them was the Trustees have only talked about it briefly but he thought they were interested. Brice said he heard the sentiments that the Commissioners should pick up a bigger portion because they are covering everyone but the Northwestern Water and Sewer, City of Bowling Green, City of Perrysburg, City of Northwood, City of Rossford, Lake Township and Perrysburg Township. But this is only a trial year and as it stands now each partner gets 18,750 minutes for the year. After the first year the program can be reviewed and the cost pro-rated. If a partner runs out of minutes, more can be added at the going rate. The Local Emergency Planning Commission is looking to see if they can help with the cost. The goal is to have this up and running by the end of the year. Britten said he thought this was a good idea and a great public service to the public. Mack said the benefits would greatly outweigh the nuisance and cost. Brice asked if he could go ahead and let them know we are onboard with it. Mack said “it looks like you have two out of three”. Britten agreed. Brice said he would bring it up at the next regular meeting.

Brice asked if the Trustees received the new contract from Omni Source that Carrie Freshour was going to email to the Trustees. Britten said he thinks this is a good idea. He said we need to do something to try to collect and it doesn't cost us

anything unless they collect. This will be discussed again after the Trustees have a chance to look at the new contract.

Brice said he went to the Leadership seminar a couple of weeks ago and it was very good. Also the amount the Trustees approved had a 25% reduction or \$100.00 from a grant from the Dominion Company, which is a gas company that is in this area and have a pipeline that runs through Perrysburg Township. Brice asked for an executive session for personnel discipline and wages.

Administrator: John Hrosko said that he now had a set price of \$8,776.00 from Romanoff for the relocation of the communications line and the computer lines to the Police Department. Hrosko said he will bring this up Monday night but he had to give them the go-ahead because it had to be done. Brice asked if this wasn't in the original plan for this to be moved and Hrosko said he thought it was. Brice then asked why we are being charge an additional cost for it. Britten said if this was in the original plan to move it then we shouldn't be charged for it. Brice said he remembers talking to Jeff (Bauer) about it on more than one occasion that the whole line was going to be replaced. Hrosko said he had not had a chance to talk to Jeff (Bauer) but he did not want to hold up Bowers out there so if they need to credit us back they will do so.

Hrosko said the next thing he had was the price for Symantec protection for the computers that we have previously talked about. The PO will be written for \$513.50 and Hrosko will bring this up Monday night.

Hrosko said on the TIFF he talked to Timberstone and mentioned to them we are at a point where they need to have their attorneys in Columbus put something in writing for the Trustees on what they would like to see in this TIFF so the Trustees can review it and get back to them.

Hrosko said in the near future, with the Trustees permission what he would like to do is solicit one or two companies to go ahead and look at combining and setting up a new Procedure Manual for Perrysburg Township, inclusive of the Police Procedure Manual that the Trustees have approved also the Fire Procedure Manual that Trustees also have approved. Then have them go ahead and do job descriptions for all personnel and possible going a step further by setting pay grades within those descriptions. Stribny said he was looking in past minutes and back on January 12, 1998 it reads that "Lieutenant Zielinski also mentioned the new Policy and Procedure Manual was being worked on". Stribny went on to say "everything from the Chief on down is in the new Policy and Procedures book for the Police Department approved by the Trustees. You are confusing issues, not on new policy. All new policy just needs to be brought to our attention so we can put it in ours. But anything that may be old policy, that conflicts because you have Union obligations, I believe at least on mine and I'm sure you guys do on yours and his as well, that there is a procedure that has to be followed on all policies. I made a suggestion to Hrosko that we come up with one Policy book that then would be provided to every employee and new hires. You have your general policies in the beginning, you have your Police policies, Fire Policies and you have your Maintenance policies. Even on Department Heads if you go back and try to change certain things you are going to be conflicting with what has already been okayed." Britten said it makes sense to do this and that is also why any new policies should be given to the Department Heads prior to being approved to avoid conflicts. Hrosko said in keeping with the policies he did get the revisions on the pending policies done and the part that has been revised reads; Any union employee violating this policy will receive a disciplinary action according to their union contracts. Any non-union Police and Fire employees will receive a

disciplinary action according to their procedure manuals. All other non-union employees violating this policy will receive their disciplinary action according to Perrysburg Townships Disciplinary Procedure adopted June 25, 2004. Hrosko gave everyone copies of the policies to look at and to get back with him on. Then hopefully they can be passed at the next regular meeting.

Britten asked if Hrosko had heard anything on the Referendum and Hrosko replied he had talked to Linda Homes and she has heard nothing. At that point Homes didn't know if it was a good idea to make a call on it. Britten said it has already missed the date for getting it on the November ballot. Hrosko said they talked about it two or three weeks ago and what would have happened then was if they would have come back and said something against us in their favor; it just wouldn't have been enough time for us to respond to it. So it is over as far as timing goes. Hrosko said he would call Homes today and find out where it is at.

Garn said he had a quick question. He said the Zoning Commission is going to meet in a couple weeks and one thing they want to do is informally look at that traffic study again on Thompson Rd. Garn asked if they wanted to have a representative come in to listen. This is just a listening session and is informal. Britten said anyone can come but Garn said it is just for the people to come in and listen to what the ideas are. Britten said he thought they should be able to talk and that it impacts a lot of people's lives. Garn again said it is just a meeting to listen to what some of the ideas are. Britten said I know it is not final but they do not and if you don't let them have their say they feel like you are trying to push something under the rug and hide it. But as long as you let them know that all you are doing is to try and figure out what the report says and that this is very preliminary, it should be ok. Afterward they can ask for a special meeting to discuss this.

Office: Shirley Haar said she only wanted to give a quick web site update and said Hrosko, Johnson and Haar went to Computol where they showed them how to put stuff on the Web site. Haar has started putting some of the minutes on it, posted the last agenda on it and put the brush schedule on the front page of the web site. She just was told how to post pictures and will start doing that this week. Hrosko and Haar will scan the 99 Year Agreement into the computer and get it posted to the web also. Hrosko complimented Haar on picking this up and even making some quality changes to it.

Bob Schultz was introduced to the Trustees. Mr. Schultz has been working on the Record Retention Policy, Signage and Retention Schedules. He said we need a Records Commission Meeting because we have adopted the first round of the record retention schedules. Looking at the information management process you have 5 things that no matter how hard you try to run away from, you can't. Because of the changes in the law last year, you have to have Retention Schedules. The vast amount of Public Records issues the Township deals with are the ones that fall upon the Police department mostly, the Fire Department to a certain extent and those that fall on Hrosko or the General Administration of the Township. The core on the information management is where these five legal mandates stand. That is Retention Schedules, Policy, two aspects of training (Public Officials training that has to take place and also the requirement that say all you employees that may have some involvement in information management must be trained on the Township's policy), getting the declared Signage up in all you facilities, and lastly there has to be documentation the Records Commission is functioning and meeting. Every time the Township goes through an audit the officer the State

Auditor sends will ask to see the Retention Schedules, the public officials training, the public employee training, the signage and the minutes of your Records Commission meetings. We are fairly close to having all these issues met with the exception of the Records Commission meeting. The first drafts and the first Retention Schedules we approve and send in are more a formality than anything. They always change over the first few months. We want these in place so the Township has the basic things in place. The Policy that was submitted by Mr. Schultz for the Township to adopt is an expansive policy. It is put in place to become a fundamental explanation of how the Township goes about meeting its obligations dealing with information records management. It is meant to be a training platform for new employees and for new public officials. It is also meant to be an explanation to the public so when they come in they have a better understanding of what the Townships obligations are and how they go about meeting it. Another draft of this policy will be submitted due to a change in the State Law enacted September 1st dealing with information of personal nature. Mr. Schultz said he was also looking at how the Township is going to handle the electronic records. There is a state law that prevents public agencies from utilizing a lot of technologies today because they do not recognize them for long term retention. When you start converting systems and start putting the records in a digital or electronic format, you are currently barred by state law from taking anything that has a retention period that may exceeds 10 years or more and putting it into that format. Another issue he was looking at was in converting and consolidating paper by scanning them to eliminate paper and if this can be done. Mr. Schultz asked the Trustees what their feelings were and where they want to go with this. Britten said we need to know what we have and where it is at. Currently it is a mess, things are everywhere. Most boxes are marked but to find something in a speedy manner, we can't do that. We need to get organized, consolidate it down to what we need to retain and maybe to scan records to disk to save space. Mr. Schultz said he was looking at the complex and there are records in the maintenance bay that must be moved to a secure, climate controlled area. Currently they are subject to heat, cold, dampness, diesel and gas fumes. The Township needs to designate an area for record retention so the records can be sorted and stored properly. The Trustees need to figure out some place for a dedicated records area. Perhaps a temporary area could be set up and once the new building is complete and the fire department is moved into it, a portion of this building can be set up as a record retention area. Mr. Schultz said he realized that Zoning is currently trying to organize a lot of their records in a Zone Pro program but are still retaining all the paper records and asked if that open for reconsideration. Mr. Schultz said what he would like to be able to do once he meets his obligations and get the core things all taken care of would be to have the challenge of electronic records solved also. Britten said one of the biggest concerns on this record retention is the zoning area. One of the things he would like to see is, if we can get this stuff scanned and organized, is for some of the papers to go away. Britten said it has been the goal that when you look up a property by its address you will have the complete history of that property as far as we have records for it. Mr. Schultz said that it seems like the program Zoning is using is more named based than address based and names change where addresses do not. Mack said he acknowledged Garn inherited all the problem and big boxes of paper but this is an area we have to get a handle on and it has to be addressed driven. Mack also said the other departments are equally important. The Fire department needs to cataloging information on commercial buildings, sprinkler systems and such and he felt they have a good handle on that, the Police

department has always had a records clerk and is very organized but Zoning needs a lot of work. Mr. Schultz said he stands to be his strongest supporter of having the records organized and having Zoning addressed based. Mack asked Garn if Zone Pro was name based. Garn said Zone Pro is a catalog system that once they have everything on it then they can take the addresses out of there. Then it would be a thing to set up files for each address. Mr. Schultz said it will take up a humongous amount of space when they start taking all the drawings and things Garn maintains and start scanning them. Mr. Schultz said in Upper Arlington they went from about a \$15,000.00 coping machine to a \$19,000.00 copier/scanner which was a device that allowed them to stay current and was available to everyone. But secondary, what was more cost efficient in the long run was they contracted with a commercial company that did nothing but scanning. The Township should take the vast amount of large stuff it wants scanned and contract it out and have them put it in an electronic format. But if this is the direction the Township wants to go it has to make sure it doesn't wipe out all the excessive storage capacity that it may have on the existing network. Mack said he wasn't sure we have a network that can support these functions. He went on to say that Gottfried, who is in charge of maintenance, is in charge of watching the roads, storm drainage and things like that. He has plenty of drawings he keeps in his archives and he too could catalog them under our planning and zoning's record retention and then could access them. Mack also said he thought that everything we would need in a copier/scanner can now be purchased for about \$7,000.00. Mr. Schultz if you go out and do it on your own, you can buy storage capacity technology for comparatively low prices. Britten said Mack has brought up getting an outside agency to scan some of this stuff but it would seem better to have our own equipment. Mack said if we have one or two people who know how to use it, and it is not that hard to do, that is all it would take. Mr. Schultz said given what they are trying to do it would be a very long time before they could ever catch up to just what we have. This is where doing both, contracting out the large stuff and buying the equipment, would be the best way to go. Scanning the paper records is to make them more efficient for use. There are certain drawings that the paper copies might never be able to be gotten rid of. You can go into an electronic format to maintain the information. But if the retention period exceeds 10 years they will not sanction or approve the electronic record because the operating systems and technology change too fast. Mr. Schultz said based on what he saw it will take three things the first being taking space somewhere that has a semi-stable environment to create an archive area. One of the most significant wake-up calls on record management in Ohio came when the City of Akron floated bonds for ½ million dollars for this. It is a fact that one piece of missing record could cost \$1,000.00 a page. This is essentially what the Ohio Supreme Court said in answering questions before the Federal Court. You can establish an area that is equally beneficial to all the departments' but having separated secured areas within it for each department. The first thing the Township needs to do is post the signs in all the departments. Then the Trustees need to pass the Record retention policy. Then a Records Commission meeting has to be held with the Chairman of the Board and The Fiscal Officer to approve the Retention Schedules. A Records Commission meeting was set up for September 29th @ 9am. Mr. Schultz would like to spend more time with Garn, the Fire Chief and Deputy Fire Chief. Mr. Schultz asked the Trustees to read over the Records Management Policy and if there is nothing to be changed, pass it at the next regular meeting. This policy will then be a part of the employee handbook. The legislature said that is where it has to be. Then everyone at this meeting, the records clerk at the Police department will have to go through

training. This will show that everyone has been trained on the policy to meet the new law. When the Legislature enacted all these changes, the mechanics of it, they never saw it through. Mr. Schultz said he did the post bill analysis for the County Commissioners Association and when he shared that with Senator Harris he said nobody told them that. They put a lot of obligations on a lot of people who never saw it coming. Haar said that on a records request form it says the Township should charge five cents per page if it exceeds 24 or more pages. Haar then asked if he meant it to be that on fewer than 24 pages the requester would not be charged. Mr. Schultz replied absolutely and that to write a receipt and account for a dime or fifteen cents is a waste of time. Also from a political point of view giving things back free to your residents is good for public relations. However once the count goes to 25, you charge from the first page on at five cents a copy. This is for paper copies, but if you can give it away electronically (for free), that would be the way to go. A sign with the charges should also be displayed. Hrosko asked if there was any price difference between copies out vs. photographs. Mr. Schultz replied the photographs would be the actual cost of what ever it took to reproduce them. The actual cost of photo, tapes, disks and anything that is not just ran through the copier can be charged to the requestor. Mr. Schultz then said he is watching a case that deals with the Department Of Job and Family Services, who came out on the wrong side of a lawsuit. He said they are expecting the second decision from the Ohio Supreme Court on it and when the information is available he will share it with Hrosko and Haar. That may be interesting as it pertains to the Police Department and the maintenance of their records. There are some that believe that because of the Supreme Court, if it keeps going in the direction it is going, the Police Department may need a second software application for their investigative reports.

Mr. Schultz said to all the Department Heads that he expects the Retention Schedules will change again but we need to approve the first batch at a Records Commission meeting. And again Mr. Schultz told the Trustees they have to come up with a secure and climate controlled area for the proper storage of the records. Ideas were bounced around about where this could be and Britten said they would put their heads together and come up with something. Mr. Schultz said all the boxes used for storage should be standardized and some of the best boxes you can get for storage can be gotten through the Ohio Penal Institution. They are very reasonably priced. Mr. Schultz said he would get the information for Haar and the Trustees. Haar asked Mr. Schultz if after the policy is passed and the record retention schedules are approved the departments can then start the process of record disposal. Mr. Schultz said as soon as we get all this stuff done, as quickly as possible we will do the Certificate of Records Disposal, pick a date and do the best we can to determine how far back this stuff goes and file with the State the intention to dispose on whatever the date would be. We have to give them fifteen business days notice. Then once the date is set, then everybody can use off that date. You do not have to destroy all of it on that date but gives a starting date. Mr. Schultz said he would hope that the first time we did those Certificate they would go from now back into the fifties. Because if we put in that initial one that there is stuff earlier than the fifties then we are looking at an excellent possibility they are not going to approve it right away until they come here and look at everything. They will let you clean up all the junk, back to the 1950's is junk but 1940's and back is history.

Mack made a motion (seconded by Britten) to adjourn into executive session for Personnel discipline and wages. No further business will be conducted. All Yes Motion Passed

Mack made a motion (seconded by Britten) to adjourn out of executive session and to adjourn. All Yes Motion Passed

Shirley a. Haar –Fiscal Officer

Gary Britten – Chairman